

CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE

20 February 1962

MEMORANDUM FOR: Division and Staff Chiefs, OCR

SUBJECT: OCR Staffing Plans

1. Effective 5 March 1962 OCR hours of work will be 0800 to 1730 hours. There will be two shifts, one from 0800-1630 and a second from 0900 to 1730.
2. The majority of our personnel will probably work the earlier shift. The number required for the late shift will vary by Division, and will depend on the degree of need for their services by the DD/P and DD/S during the period 1630-1730 hours.
3. Please let me have your recommendations for staffing your Division no later than 23 February 1962.

Paul A. Borel
PAUL A. BOREL
Assistant Director
Central Reference

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